

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Sequoia Room
Third Floor
455 Golden Gate Avenue
San Francisco, California 94102-3660**

**Wednesday, June 26, 2002
1:00 p.m. to 5:15 p.m.**

AGENDA

Time	Item	Action Required	Presenter/Facilitator
1:00 – 1:30 p.m.	Opening and Welcoming Remarks	❖ None	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
1:30 – 1:35	Transportation to Hotel and Logistical Information	❖ Determination of Persons Requiring Transportation to Hotel After Meeting	Ms. Claudia Ortega, Court Services Analyst and Lead Staff to the Task Force
1:35 – 2:45 p.m.	Introductions	❖ Task Force Members and Staff to Introduce Themselves	Presiding Justice James A. Ardaiz
2:45 – 3:30 p.m.	Icebreaker	❖ Participation in Icebreaker Activity	Ms. Sharon Maher, Facilitator
3:30 – 3:45 p.m.	Break		

Time	Item	Action Required	Presenter/Facilitator
3:45 – 4:15 p.m.	Rationale for Creation of the Task Force	❖ Review and Discuss Annotated Charge	Presiding Justice James A. Ardaiz Ms. Christine Patton, Regional Director, Bay Area Northern Coastal Region, and former Chair of the Court Reporting Subcommittee
4:15 – 4:30 p.m.	Role of the Task Force in Relation to the Judicial Council	❖ Information-No Action Required	Presiding Justice James A. Ardaiz
4:30 – 5:00 p.m.	Role of Task Force Staff and their Respective Divisions Role of Facilitator	❖ Information-No Action Required	Ms. Claudia Ortega, Lead Staff to the Task Force and Court Services Analyst, Executive Office Programs Division Ms. Emily Flynn, Attorney, Office of the General Counsel Mr. Martin Riley, Governmental Affairs Analyst, Office of Governmental Affairs Ms. Sharon Maher
5:00 – 5:15 p.m.	Other Business/Adjournment		Presiding Justice James A. Ardaiz

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**Thursday, June 27, 2002
8:30 a.m. to 5:15 p.m.**

AGENDA

Time	Item	Action Required	Presenter/Facilitator
8:30 – 8:45 a.m.	Recap of the Previous Day's Events	❖ Discussion to Summarize the Previous Day's Events	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
8:45 – 9:15 a.m.	Overview of the Day's Agenda	❖ None	Presiding Justice James A. Ardaiz
9:15 – 10:00 a.m.	Welcoming Remarks	❖ None	Mr. William C. Vickrey, Administrative Director of the Courts Mr. Ronald G. Overholt, Chief Deputy Director
10:00 – 10:15 a.m.	Welcoming Remarks	❖ None	Chief Justice Ronald M. George, Chair of the Judicial Council
10:15 – 10:30 a.m.	Break		

Time	Item	Action Required	Presenter/Facilitator
10:30 – 12:30 p.m.	Ground Rules	❖ Task Force Members to Establish Ground Rules for Interactions, Decision-making, and Voting	Ms. Sharon Maher, Facilitator
12:30 – 1:30 p.m.	Working Lunch		
1:30 – 3:15 p.m.	Does the Adversarial System Require Some Memorialization? If so, why?	❖ Task Force Members to Discuss and Identify Answers to this Broad Issue	Presiding Justice James A. Ardaiz Ms. Sharon Maher
3:15 – 3:30 p.m.	Break		
3:30 – 5:00 p.m.	What is the Record?	❖ Task Force Members to Ascertain the General Meaning of “the Record”	Presiding Justice James A. Ardaiz Ms. Sharon Maher
5:00 – 5:15	Other Business/Adjournment		Presiding Justice James A. Ardaiz

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**Friday, June 28, 2002
8:30 a.m. to 12:30 p.m.**

AGENDA

Time	Item	Action Required	Presenter/Facilitator
8:30 – 9:00 a.m.	Recap of the Previous Day's Events	❖ Discussion to Summarize the Previous Day's Events	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force Ms. Sharon Maher, Facilitator
9:00 – 9:15 a.m.	Overview of the Day's Agenda	❖ None	Presiding Justice James A. Ardaiz
9:15 – 10:30 a.m.	Users or Customers of the Record	❖ Task Force Members to Ascertain the Users or Customers of the Record	Presiding Justice James A. Ardaiz Ms. Sharon Maher
10:30 – 10:45 a.m.	Break		
10:45 – 11:30 a.m.	Users or Customers of the Record (Continued)	❖ Task Force Members to Ascertain the Users or Customers of the Record	Presiding Justice James A. Ardaiz Ms. Sharon Maher

Time	Item	Action Required	Presenter/Facilitator
11:30 – 12:00 p.m.	Recap of the Last Three Days’ Events and Discussions	❖ Discussion of Last Three Meeting Days	Presiding Justice James A. Ardaiz Ms. Sharon Maher
12:00 – 12:15 p.m.	Future Meeting Dates	❖ Determination of Future Meeting Dates for the Upcoming Year	Ms. Claudia Ortega, Lead Staff to the Task Force and Court Services Analyst, Executive Office Programs Division
12:15 – 12:30 p.m.	Other Business/Adjournment		Presiding Justice James A. Ardaiz